

### Class Concept

Work in this class involves the design and implementation of a comprehensive plan of vocational rehabilitation or independent living rehabilitation services for persons who have one or more disabilities. Employees are recognized as independent practitioners (after a period of prescribed orientation and training) responsible for the administration of a full range of case services which include case activations, development and implementation of written rehabilitation plans, encumbering funds and monitoring case budget, information and referral, and case closures. Employees evaluate diagnostic data to determine eligibility and functional capability, assess clients' service needs, develop and implement a written plan of service in conjunction with the client, and provide supportive and vocational counseling.

In the Vocational Rehabilitation program, employees are responsible for managing a caseload in one or more of several disability categories: mental health, intellectual disabilities, cognitive disabilities, substance abuse, general/physical disabilities, hearing or visually impaired, or transition (high school to post-secondary education or employment) or others as may be determined. Positions may also perform or oversee paraprofessional or support staff performing tasks such as monitoring client progress, job development, direct job placement, and marketing VR services and clients to employers. The ultimate goal of the vocational rehabilitation program is to help clients become competitively employed.

Positions serving the Independent Living program manage a caseload of persons with significant disabilities; the counselor designs and implements a comprehensive plan of independent living services that enables the client to function more independently in his/her home and/or community. Positions may also provide direct instruction to clients in developing skills, knowledge, and attitudes necessary for independent living. Some positions are responsible to develop and to manage regional information, referral and training centers staffed by "Mini Center Instructors" who also assist clients to develop skills and abilities that enhance independent living capabilities.

Experienced counselors may be asked to mentor new counselors, practicum students, or interns. Counselors provide direction and guidance to support staff in case management duties.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- In-depth knowledge of casework methodology and techniques of rehabilitation counseling.
- Considerable knowledge of federal and state laws governing the delivery of rehabilitation or independent living services.
- Thorough knowledge of psychosocial implications related to behaviors and attitudes of individuals who have a disability.
- Knowledge of adaptive equipment and devices.
- Ability to interpret medical and psychological data in planning and developing rehabilitation services.
- Ability to establish and maintain effective working relationships with clients, family members, and various professionals and specialty services involved in the rehabilitation or independent living process.

#### Minimum Education and Experience

Master's degree in rehabilitation counseling from an appropriately accredited institution; or a master's degree in a related human services field from an appropriately accredited institution; or current certification as a Certified Rehabilitation Counselor by the Commission of Rehabilitation Counselor Certification.

Minimum Education and Experience for a Trainee

Bachelor's degree in rehabilitation counseling or a related human services field from an appropriately accredited institution. An employee in the progression is eligible to be placed in the full class of Rehabilitation Counselor upon completion of a master's degree in rehabilitation counseling. The three year progression may be extended as needed for an employee who is making satisfactory progress toward the attainment of the master's degree; however, the salary should not be at or above the minimum of the full class.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.